

COMMUNITY RENEWAL TEAM, INC. REQUEST FOR PROPOSAL



HYBRID DIGITAL VOIP PHONE & PA SYSTEM AND OUTDOOR PA SYSTEM & PANIC BUTTON RFP #ECE04272016-4



**COMMUNITY RENEWAL TEAM
INVITATION TO BID**



INDEX

Section Number	Page Number
1. INVITATION TO BID (INCLUDING MANDATORY WALK-THROUGH SCHEDULE)	<u>3</u>
• Hybrid Digital VoIP Phone & PA System (Grace) & Outdoor PA System & Panic Button (Locust)	
2. LOCATIONS	<u>4</u>
3. INTRODUCTION	<u>5</u>
4. GENERAL CONDITIONS	<u>6</u>
5. BID PRICING GRID	<u>11</u>
6. BID FORM	<u>13</u>
7. CUSTOMER REFERENCE FORM	<u>14</u>
8. SCOPE AND SPECIFICATIONS BY LOCATION	<u>15</u>



I. INVITATION TO BID

Beginning **Wednesday, July 20, 2016**, bid package and specifications for **CRT Bid# ECE04272016-4** may be downloaded on the CRT web site: www.crtct.org under Business Solutions **OR** from the CT State Department of Administrative Services contracting portal at <https://www.biznet.ct.gov/>

- **WALK-THROUGHS**

Monday, July 25, 2016 @ 1pm, a mandatory walk through will be held at all of the site(s) for which you are bidding at the indicated time. Bidders are responsible for measurements.

Please confirm attendance by calling Jeanette Dunbar, at (860) 560-5161.

- **SUBMISSION OF COST ESTIMATE**

Please present a bid cost for each item for which you are submitting a proposal. Cost must be allocated by labor and material for each item. **Use Bid Pricing Grid (on page 13) to submit your cost.**

- **DELIVERY**

- **ELECTRONIC MAIL:** Proposals submitted by electronic mail must be sent to dunbarj@crtct.org by **3:00pm Friday, July 29, 2016**. No responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance.
- **POST MAIL OR HAND DELIVERY:** Sealed proposals will be received by **3:00pm Friday, July 29, 2016**, at the Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120.
- Submit the completed bid forms and any necessary attachments in a sealed envelope clearly labeled with the name of the bidder, address, bid number, bid title, and the words "BID DOCUMENTS". Bids must be addressed to:

Community Renewal Team Inc., 555 Windsor Street, Hartford, CT 06120
ATTN: Jeanette Dunbar

- **LATE BIDS WILL NOT BE ACCEPTED – NO EXCEPTIONS**

- **ADDITIONAL INFORMATION**

- Please direct all questions regarding this CRT Bid#ECE04272016 to Jeanette Dunbar Administration at (860) 560-5161 or dunbarj@crtct.org.
- Bids will be publicly opened on **10:00am Monday, August 1, 2016**.



2. LOCATIONS

Special Consideration

In order to ensure the safety of the children attending the school sites, all work must be completed during the after-school hours for each location (after 2:00 pm) and during the weekends (Saturday and Sunday). Work can also be done when the Centers are closed. All work must be scheduled with the Department of Facilities. We will try to accommodate your work schedule, however, if you are unable to complete the work during times specified for each site, please do not submit proposal. All work must be completed by **Thursday, June 01, 2017.**

Center Locations

Grace	Locust
37 Grace Street Hartford, CT 06114 860-539-1679 Claudine Bernard	261 Locust Street Hartford, CT 06106 860-560-5521 (Ext. 244) Elizabeth Mosquera

3. INTRODUCTION

3.1 ORGANIZATIONAL PURPOSE

CRT's overall purpose is to prepare communities to meet life's challenges. The Community Renewal Team Inc. was founded in 1963 an anti-poverty agency serving people and families throughout the Connecticut River Valley. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form the Community Renewal Team Inc. Head Start, Meals on Wheels, Alternatives to incarceration, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. CRT now runs major programs in 40 Connecticut towns.

3.2 PROJECT PURPOSE

The Community Renewal Team is seeking bids from qualified contractors to complete work at one of our ECE Centers as indicated; install Hybrid Digital VoIP Phone & PA System and Outdoor PA System & Panic Button.



3.3 INSTRUCTIONS TO THE BIDDER

- Sealed Bids will be opened on **Monday, August 1, 2016 at 10am**, at the Central Office of the Community Renewal Team ("CRT"), 555 Windsor Street, Hartford, CT.
- Each bid must be submitted on the prescribed form and all blank spaces for bid prices must be filled in ink or typewritten.
- Bidders are responsible for taking field measurements during walk-thru. Owner makes no representations as to exact dimensions.
- Once bids are opened, the bid shall stand firm for ninety (90) days after the bid opening.
- Bidders are responsible for obtaining all addenda related to this Bid. Bidders are advised to check for any addenda a minimum of twenty-four hours in advance of the response deadline.

3.4 DOCUMENTS TO BE SUBMITTED

- Name, address, phone number, and email address of firm/person(s) responsible for the project, if different from the Bid Form signatory
- Certificate of Liability Insurance
- Proof of proper licensing and registration
- Notification Bidders/Grantees Form (page 12)
- Completed Bid Pricing Grid (page 13)
- Completed Bid Form (page 14)
- Completed Customer Reference Form (page 15)
- Small/Minority/Women's Business Enterprises certificate

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify the Department of Facilities Management, which may correct, amend or clarify such documents by a written interpretation or addendum. The Director may be contacted at (860)560-5670. No oral interpretations shall be made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

4. GENERAL CONDITIONS

4.1 BID PRICE

- Please submit a bid for each item for which you are submitting a proposal. **Use Chart on Page 13 to submit your cost.** Provide break down of price by labor and material. Provide a detailed



description of the item for which you are providing a bid, the material to be purchased and work to be completed.

- Proposed fees should include a fixed cost, which will cover all expenses to be incurred over the course of providing the requested items, including but not limited to supplies and materials, disposal cost, travel expenses, postage and delivery, telecommunication expenses, and contingencies.
- All permits, licenses, and fees required for the performance of the contract work shall be secured and paid for by the contractor.
- CRT is exempt from State or Federal taxes.

4.2 PAYMENT

- No payment will be made until the services specified in this bid have been provided to specified location(s), and have been inspected and accepted by CRT.
- All permits, licenses and fees required for the performance of the contract work shall be secured and paid for by the selected contractor.

4.3 WARRANTY

Contractor(s) shall guarantee all workmanship and materials to be free from defects and/or leaks for thirty (1) year, effective from date of final acceptance. If leaks appear during the warranty period for any reason including improper installation, the contractor shall supply all labor and materials to correct the condition(s) at no cost to CRT, except where it is clearly shown that the damages were caused by accident or abuse.

4.4 PROPOSAL COMPLIANCE

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.
- CRT reserves the right to change quantities. Bidders agree to accommodate reasonable variations above and below bid quantities.
- All bidders agree to comply with the requirements of the Davis Bacon Act relating to contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the



construction, alteration, or repair (including painting and decorating) of public buildings or public works.

4.5 RIGHT OF REJECTION

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- CRT may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

4.6 METHOD OF AWARD - LOWEST QUALIFIED BIDDER

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The delivery date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

4.7 FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

4.8 QUALIFICATIONS OF BIDDER



CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by, or investigation of vendor fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

4.9 ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

4.10 TRADE NAMES OR SUBCONTRACTING

- Any and all reference to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive unless item is noted "no substitute". The intention is to indicate to bidders the minimum requirements of type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models will be considered unless item is noted "no substitute". The bidder is to clearly state in his bid exactly what he intends to furnish, and to furnish with his bid a cut sheet or illustration or other descriptive matter which will clearly indicate and give specification as to the product he proposes to furnish.
- Where a bid is offered on an item other than the trade standard used in the specification, the item should be annotated on the bid form by referencing an addendum which states the i) make, ii) trade name, and iii) model number. Samples are to be submitted, if requested, at the bidder's expense. It is understood that any substitutes which might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. It shall be further understood that during original, as well as subsequent shipments, spot checks will be performed to ensure that the items received are, in fact, the items offered in the bid. Should items/materials prove to be different in any way, the bidder agrees to pay for and accept the return of the items and agrees to supply the correct items (per bid specifications) at bidder's expense.
- The Contractor shall not subcontract the work under this project without written approval of the Director of Facilities Management or her designee.

4.11 INDEMNIFICATION

The selected bidder shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.



4.12 RIGHT OF THE OWNER TO TERMINATE CONTRACT

- Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.
- In the event of default or that any of the provisions of this Contract are violated by the Vendor, or by any of his Subcontractors, CRT may serve written notice upon the Vendor of their intention to terminate the Contract, such notices shall contain the reasons for such intention to terminate the Contract, and unless within five (5) days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon expiration of said five (5) days, cease and terminate. In the event of any such termination, CRT shall immediately serve notice thereof upon the Vendor.
- If contract is terminated, CRT reserves the right to award bid to next lowest responsible bidder or purchase on the open market. In either event, the defaulting contractor (or his surety) shall be liable to CRT for cost to CRT in excess of the defaulted contract prices.

4.13 RISK OF LOSS

Bidders agree to bear all risk of loss; injury or destruction of goods and material ordered herein which occurs prior to acceptance. Such loss, injury or destruction shall not release the bidder from any obligation under this bid.

4.14 INSURANCE AND WAGE REQUIREMENTS

- Bidder shall provide proof of Commercial General Liability Insurance, Commercial Automobile Insurance, Workers Compensation and Employers Liability Insurance with limits acceptable to CRT. Bidders shall also provide Builder's Risk Insurance or Performance Bond in an amount acceptable to CRT.
- As a substitute for Workers Compensation Insurance, the Contractor may provide CRT with a "Certificate of Solvency" issued by Connecticut Workers' Compensation Commission for self-insurers.
- Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area. The Davis-Bacon Act directs the Department of Labor to determine such locally prevailing wage rates. The Davis-Bacon Act applies to contractors and subcontractors performing work on federal or District of Columbia contracts. The Davis-Bacon Act prevailing wage provisions apply to the "Related Acts," under which federal agencies assist construction projects through grants, loans, loan guarantees, and insurance.

4.15 EQUAL OPPORTUNITY - AFFIRMATIVE ACTION



*CRT is an Affirmative Action/Equal Opportunity Employer;
Minority/Women's business Enterprises are encouraged to apply.*

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

4.16 CONFIDENTIAL INFORMATION

During the course of its contract with CRT, bidder may encounter confidential agency and/or client information. Bidder agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

4.17 LIQUIDATED DAMAGES

It is understood and agreed that if production is delayed that damages will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of such delays would be the sum of One Hundred and no Fifty Dollars (\$150.00) per day for each day's delay in fully completing said project beyond the time specified in a subsequent written agreement, plus any written extensions of time allowed by CRT.

4.18 STATE SET-ASIDE AND CONTRACT COMPLIANCE REQUIREMENTS

This contract is subject to state set-aside and contract compliance requirements.

The contractor who is selected to perform this State project must comply with C.G.S. 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive. An Affirmative Action Plan must be filed with approved by the Commission on Human Rights and opportunities prior to the commencement of construction.

The contractor shall be required to make best good faith efforts to place a minimum of twenty-five (25%) percent of the subcontracts awarded by the general contractor/construction manager at risk with eligible contractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under provisions of C.G.S. Section 4a-60g. (25% of the work with DAS certified Small and Minority owned business(s) and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.)

NOTIFICATION TO BIDDERS/GRANTEES:

The contract to be awarded is subject to contract compliance requirements mandated by Section 4-114a of the Connecticut General Statutes; and when the awarding agency is the state, Section 46a-71(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 4-114a-1 et. Seq. of the Regulations of Connecticut State Agencies which

establish a procedure for the awarding of all contracts covered by Sections 4-114a and 46a-71(d) of the Connecticut General Statutes.

According to Section 4-114a-3(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors, and suppliers of materials.” “Minority business enterprise” is defined in Section 4-114a of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term defined in subsection (a) of section 32-9n” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans... (2) Hispanic Americans... (3) Women... (4) Asian Pacific Americans and Pacific Islanders; or (5) American Indians...” The above definitions apply to the contract compliance requirements by virtue of section 4-114a-1 (10) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's/grantee's qualifications under the contract compliance requirements:

- a) the bidder's/grantee's success in implementing an affirmative action plan;
- b) the bidder's/grantee's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Connecticut General Statutes, inclusive;
- c) the bidder's/grantee's promise to develop and implement a successful affirmative action plan;
- d) the bidder's/grantee's submission of EEO-1 data indicating that the composition of the work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area; and
- e) the bidder's/grantee's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 4-114a-3 (10) of the Contract Compliance Regulations.

4.19 NOTIFICATION BIDDERS/GRANTEES FORM

***INSTRUCTION:** Bidder/Grantee must sign acknowledgment below and submit with bid package.

The undersigned acknowledges receiving and reading a copy of the “Notification to Bidders/Grantees” form.

Signature:

Date:

On behalf of:



5. BID PRICING GRID

PRICING

Please make sure to include cost of grading, temporary fence removal and replacement, existing equipment and packaging removal (skids, wrappings, cartons, old equipment, old surfacing, dirt spoils, timber/ plastic barriers, other debris) and site preparation (if necessary) in your price.

Scope of Work by Location	Labor (\$)	Materials (\$)	Overhead(\$)	Total Price (\$)

6. BID FORM

AUTHORIZATION AND EXECUTION OF BID

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The proposed bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.
3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Fax #	
Print Name & Title of Authorized Agent	
Signature	



7. CUSTOMER REFERENCE FORM

REFERENCE #1:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code

Telephone

Description of work/project/products completed for or sold to this customer:

REFERENCE #2:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code

Telephone

Description of work/project/products completed for or sold to this customer:

REFERENCE #3:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code

Telephone

Description of work/project/products completed for or sold to this customer:



8. WORK SCOPE AND SPECIFICATIONS BY LOCATION**A. Hybrid Digital/VoIP Phone & PA System****Grace – 37 Grace Street, Hartford, CT 06120**

The Community Renewal Team is requesting proposals from qualified vendors for an Avaya IP Office 500 V2 Phone System and an integrated external PA System. The proposal will include a complete Avaya IP Office 500 V2 phone system with voicemail, internal paging, 2 manager level phone sets and 12 staff phone sets, a UPS (Uninterruptable Power Supply), a PA system that can be utilized via the phone system, amplifiers, speaker, power supply, cabling, project management, installation and training, and a maintenance plan that includes services.

B. Outdoor PA System & Panic Button**Locust – 261 Locust Street, Hartford, CT 06120**

The Community Renewal Team is requesting proposals from qualified vendors for an external PA System that will be utilized using an existing Nortel phone system. The proposal will include a complete a PA system that can be integrated and utilized via the existing phone system, with; amplifiers, two speakers, power supplies, cabling, project management, installation and training, and a maintenance plan that includes services.

- This is a single lot award encompassing the two locations mentioned above. However CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- It is our intent to receive proposals from qualified vendors who demonstrate their capability to provide the quality of product and services required to meet the needs and objectives of CRT.